



## **LaSalle Stompers Emergency Action Plan (EAP)**

An Emergency Action Plan (EAP) is a plan designed by the club to assist coaches and help them in responding to emergency situations. The idea behind having such a plan is to help you to respond in a responsible and clear-headed way if an emergency occurs. An EAP should be prepared for the facility or site where you normally hold practices especially if you are away from the Vollmer and for any facility or site where you regularly host games, competitions or any other form of activity. For away competitions, ask the host team or host facility for a copy of their EAP. An EAP can be simple or elaborate but should cover the following items:

1. Designate in advance a Charge Person, this is the person who will be in charge in the event of an emergency.
2. Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out exactly where a telephone is located. Have spare change in case you need to use a pay phone.
3. Have emergency telephone numbers with you (first aiders cell numbers, fire, police, ambulance,) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have a medical profile for each participant on hand so this information can be provided to emergency medical personnel. Include a signed consent from the parent/guardian to authorize medical treatment in an emergency in this profile.
5. Designate a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge) in advance. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

The "call person" should also prepare directions to provide to Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one way streets, or major landmarks.

6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).

When an injury occurs, an EAP should be activated immediately if the injured person:

- a. is not breathing
- b. does not have a pulse
- c. is bleeding profusely
- d. has impaired consciousness
- e. has injured their back, neck or head
- f. has a visible major trauma to a limb



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### Emergency Action Plan Checklist

1. Access to telephones, emergency number to onsite medics at Vollmer field
2. Cell phone, battery well charged
3. Info regarding the following
  - a. Training venues
  - b. Home venues
  - c. Away venues
4. List of emergency phone numbers (home competitions)
5. List of emergency numbers (away competitions)
6. Change available to make phone calls from a pay phone
7. Directions to access the site:
  - a. Accurate directions to the site (practice)
  - b. Accurate directions to the site (home competitions)
  - c. Accurate directions to the site (away competitions)
8. Participant information
  - a. Personal profile forms
  - b. Emergency contacts
  - c. The medical profile of each participant should be up to date and located in the first aid kit.
9. Personnel information
  - a. Person in charge is identified
  - b. Call person is identified
10. A first aid kit must be accessible at all times and must be checked regularly.



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Roles and responsibilities:

### **Charge person**

Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements. Designate who is in charge of the other participants. Protect yourself (wears gloves if he/she is in contact with body fluids such as blood). Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding). Wait by the injured person until EMS arrives and the injured person is transported ☑ Fill in an accident report form.

### **Call person**

Call for emergency help. Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done). Clear any traffic from the entrance/access road before ambulance arrives. Wait by the driveway entrance to the facility to direct the ambulance when it arrives. Call the emergency contact person listed on the injured person's medical profile.



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### EMERGENCY ACTION PLAN

Every coach must have this information or know exactly where it can be found for EVERY facility at which he/she coaches

GAME/ PRACTICE ADDRESS: \_\_\_\_\_

VENUE PHONE NUMBER: \_\_\_\_\_

LOCATION OF FIRST AID KIT: \_\_\_\_\_

LOCATION OF MEDICAL PROFILES: \_\_\_\_\_

HEALTH CARD NUMBERS: \_\_\_\_\_

### PHONE NUMBERS

Vollmer Emergency First Aiders: # **(519)566-0900**

Ambulance: \_\_\_\_\_

Fire / Police: \_\_\_\_\_

Facility (where you are located): \_\_\_\_\_

CLEAR LOCATION DIRECTIONS FOR EMERGENCY PERSONNEL: